

**FMLA for Maternity / Paternity / Adoptive / Foster**

<b>REGM</b>	<b>Maternity /Pat/Adopt Lv 10d Pd</b>	Paid - Maternity/Paternity/Adoptive leave or placement of a foster child. Employees receive 10 days paid upon birth, adoption or placement of a child, to be used within 12 months (prorated for part time employees). The use of this code is based on submission of paperwork and HR pre-approval of the leave.	Benefits Accrued	Paid
<b>MUM</b>	<b>Maternity/Pat/ Adopt Lv W1-8 Unpaid</b>	Unpaid - Family leave time used for birth, adoption, or placement of a foster child and can be used for the first 8 weeks. Employees on this leave will continue to accrue sick and vacation. The use of this code is based on submission of paperwork and HR pre-approval of the leave. Employees on approved family leave are also entitled to 10 paid (REGM) days. Family leave may be granted up to 26 weeks, use INPF for weeks 9 - 26. <b>Must be used in the FIRST 8 weeks ONLY</b>	Benefits Accrued	Unpaid
<b>SIFF</b>	<b>Sick in Family FMLA Pd</b>	Paid - Sick time used while on FMLA/Medical leave for birth, adoption, or placement of a foster child. The maximum number of days will vary based on applicable Collective Bargaining Agreements or Red Book. The use of this code is based on submission of paperwork and HR pre-approval of the leave.	Benefits Accrued	Paid
<b>CMTF</b>	<b>Comp Time Used</b>	Paid - Time used while on Family leave for birth, adoption, or placement of a foster child. The use of these codes is based on submission of paperwork and HR pre-approval of the leave. (Family leave may be granted up to 26 weeks)	Benefits Accrued	Paid
<b>PERF</b>	<b>Personal Time Used</b>		Benefits Accrued	Paid
<b>VACF</b>	<b>Vacation Time Used</b>		Benefits Accrued	Paid
<b>INPF</b>	<b>Illness Leave FMLA - Unpaid</b>	Unpaid - Family leave time used for birth, adoption, or placement of a foster child. The use of this code is based on submission of paperwork and HR pre-approval of the leave. Employees on approved family leave are also entitled to 10 paid (REGM) days.	No Accrued Benefits	Unpaid

**FMLA for Employee**

<b>CMTF</b>	<b>Comp Time Used</b>	Paid - FMLA Medical leave time used for self. The use of these codes is based on submission of paperwork and HR pre-approval of the leave. (FMLA Medical leave may be granted up to 26 weeks)	Benefits Accrued	Paid
<b>PERF</b>	<b>Personal Time Used</b>		Benefits Accrued	Paid
<b>SICF</b>	<b>Sick Time Used</b>		Benefits Accrued	Paid
<b>VACF</b>	<b>Vacation Time Used</b>		Benefits Accrued	Paid
<b>INPF</b>	<b>Illness Leave FMLA - Unpaid</b>	Unpaid - FMLA Medical leave time used for self. The use of this code is based on submission of paperwork and HR pre-approval of the leave. (FMLA Medical leave may be granted up to 26 weeks)		No Accrued Benefits

**FMLA for Employee's Family Member**

<b>SIFF</b>	<b>Sick Time Used</b>	Paid - Sick time used while on FMLA/Medical leave for illness of child, spouse, parent, or for birth, adoption, or placement of a foster child; or while on Military Exigency leave up to 12 weeks. The maximum number of days will vary based on applicable Collective Bargaining Agreements or Red Book. The use of this code is based on submission of paperwork and HR pre-approval of the leave.	Benefits Accrued	Paid
<b>CMTF</b>	<b>Comp Time Used</b>	Paid - Time used while on Family leave for illness of child, spouse, or parent up to 26 weeks. The use of this code is based on submission of paperwork and HR pre-approval of the leave.	Benefits Accrued	Paid
<b>PERF</b>	<b>Personal Time Used</b>		Benefits Accrued	Paid
<b>VACF</b>	<b>Vacation Time Used</b>		Benefits Accrued	Paid
<b>INPF</b>	<b>Illness Leave FMLA - Unpaid</b>	Unpaid - FMLA Medical leave time used for illness of child, spouse, or parent up to 26 weeks, or while on Military Exigency leave up to 12 weeks. The use of this code is based on submission of paperwork and HR pre-approval of the leave. (FMLA Medical leave may be granted up to 26 weeks)		No Accrued Benefits

<b>Sick</b>				
<b>SIC</b>	<b>Sick Time Used</b>	Paid - Sick time used (not for FMLA)	Benefits Accrued	Paid
<b>SIF</b>	<b>Sick in Family</b>	Used when an employee is out due to an immediate family member's illness	Benefits Accrued	Paid
<b>CIS</b>	<b>Comp Time In Lieu of Sick</b>	Paid - If approved, employees are eligible to substitute comp time instead of sick time. (not for FMLA leaves)	Benefits Accrued	Paid
<b>PES</b>	<b>Personal In Lieu of Sick</b>	Paid - Approved use of personal time in lieu of sick time	Benefits Accrued	Paid
<b>VAS</b>	<b>Vacation in Lieu of Sick Leave</b>	Paid - If approved, employees may substitute vacation time in lieu of sick time used	Benefits Accrued	Paid
<b>SLB</b>	<b>EILB &amp; Legislative Banks</b>	Paid - Sick time used from the Sick Leave Bank. Employees must exhaust all their accrued leave before using the hours credited from the sick leave bank.	Benefits Accrued	Paid
<b>INP</b>	<b>Illness No Pay</b>	Unpaid - Approved Leave due to employee illness (not eligible for FMLA). This code is usually used by an employee who has exhausted their sick leave balance.	No Accrued Benefits	Unpaid
<b>Comp Time</b>				
<b>COM</b>	<b>Comp Time EARNED</b>	Hours only - Comp time earned in lieu of overtime pay, for approved additional hours worked. (ex: A 37.50hr employee works a total of 42.00 hrs should receive 5.50 hours of COM. COM is calculated as follows 2.50hrs straight + (2.0hrs x 1.5 = 3.0hrs) = 5.50hrs	Benefits Accrued	Paid
<b>CIH</b>	<b>Comp Time in Lieu of Holiday</b>	Paid - Comp Time used (earned in lieu of holiday)	Benefits Accrued	Paid
<b>CMT</b>	<b>Comp Time Used</b>	Paid - Comp time used. (earned in lieu of overtime)	Benefits Accrued	Paid
<b>HWC</b>	<b>Holiday Worked Comp Time Earned</b>	Hours only - Comp time earned for the Commonwealth's observed holiday.  NOTE: When an employee works on a scheduled holiday, the employee will need to record hours worked as REG along with HWC. Regardless of the number of hours worked on a holiday (ex: 10.00 REG and 7.50 HWC), the total comp time earned (HWC) should not exceed 1/5 of an employee's total weekly schedule (ex: 37.50 / 5 = 7.50hrs).	Benefits Accrued	Paid
<b>Personal</b>				
<b>PER</b>	<b>Personal Time Used</b>	Paid - Personal time used (not for FMLA)	Benefits Accrued	Paid
<b>Vacation</b>				
<b>VAC</b>	<b>Vacation Time Used</b>	Used at the discretion of the employee, for vacation purposes, with prior approval from the Appointing Authority	Benefits Accrued	Paid
<b>Holiday</b>				
<b>HLN</b>	<b>Holiday</b>	Used for all legal state holidays.	Benefits Accrued	Paid
<b>HWC</b>	<b>Holiday Worked Comp Time Earned</b>	Hours only - Comp time earned for the Commonwealth's observed holiday.  NOTE: When an employee works on a scheduled holiday, the employee will need to record hours worked as REG along with HWC. Regardless of the number of hours worked on a holiday (ex: 10.00 REG and 7.50 HWC), the total comp time earned (HWC) should not exceed 1/5 of an employee's total weekly schedule (ex: 37.50 / 5 = 7.50hrs).	Benefits Accrued	Paid

<b>Military</b>							
ATD	Annual Tour of Duty Leave	Used for an employee to attend annual active duty training as a member of a Reserve Component of the United States Armed Forces		Benefits Accrued	Paid		
MIL	Military Leave (unpaid)	Used for an employee who is called for duty in other than an annual active duty training component of the United States Armed Forces		No Accrued Benefits	Unpaid		
<b>Overtime</b>							
OTS	Overtime Straight	Paid - Overtime at straight pay for hours worked up to 40 hours. (ex: A 37.50hr employee works a total of 40.00 hrs should receive 37.50 REG and 2.50 OTS)		Benefits Accrued	Paid		
OTP	Overtime Pay Premium	Paid - Overtime at premium pay (time and a half) for hours worked over 40 or as determined in the Collective Bargaining Agreement. Typically sick time is not included in the OTP calculation (refer to the Collective Bargaining Agreements for exceptions). (ex: A 37.50hr employee works a total of 42.0 hrs should receive 37.50 REG, 2.50 OTS and 2.0 OTP)		Benefits Accrued	Paid		
<b>State Employees Responding as Volunteers (SERV) Program</b>							
VOL	School	Paid - Volunteer Leave (SERV) to volunteer at approved non-profits in MA in the areas of education, environment, health or public safety, public schools, or youth mentoring (age 5-21) for not more than one work day per month (prorated for part-time employees). Pre-approval is required. The completed SERV Request and Verification forms should be forwarded to Agency/HR.		Benefits Accrued	Paid		
	Mentoring			Benefits Accrued	Paid		
	Community Service			Benefits Accrued	Paid		
<b>Miscellaneous</b>							
BLD	Blood Donations	Paid - Blood donation leave up to a maximum allowance of four (4) hours. Blood donation leave may be used no more than 5 times per year from the period October 1 - September 30. (prior Supervisor approval required)		Benefits Accrued	Paid		
BRL	Bereavement Leave	Paid - Bereavement Leave . The maximum number of days will vary based on Collective Bargaining Agreements and Red Book. A day is defined as 1/5 of an employee's total weekly schedule.		Benefits Accrued	Paid		
		<u>BU 1,3,6, BU 2, BU 8&amp;10</u> - Eligible for up to 7 days for a death of a spouse or child.					
		<u>MGR/Confidential</u> - Eligible for up to 4 days for a death of a spouse or child.					
		BU 1,3,6, BU 2, BU 8&10, MGR/Confidential - Eligible for up to 4 days for a death of a foster child, step child, parent, step parent, brother, sister, grandparent, grandchild, person for whom the employee is legal guardian, parent or child of spouse or person living in household; One day may be used to attend the funeral of the brother, sister, grandparent or grandchild of the employee's spouse. All usage is to be used at the option of the employee within 30 calendar days of said death or date of the funeral.					
		<u>BU 7</u> - Eligible for up to 7 days for a death of a spouse or child; up to 4 days for a parent, brother, sister, sister in-law, brother in-law, step parent, grandparent, grandchild or person living in household.					
EDP	Education Leave (paid)	Paid - Authorized Education Leave with pay <u>(requires HR approval)</u>		Benefits Accrued	Paid		
JDP	Jury Duty Leave	Paid - Used for an employee who is serving on jury duty or who is serving as a witness on behalf of the Commonwealth, town, city, county of the Commonwealth or the Federal Government. Contractors are also entitled to JDP.		Benefits Accrued	Paid		
SKE	Non-Weather Emergency Lv Pd	Paid - In accordance with Secretariat approval, non-Weather related emergency leave for employees directed not to report to or remain at work (i.e. lack of heat, electricity, or water).		Benefits Accrued	Paid		
LNP	Leave No Pay	Unpaid - Authorized Leave without pay for unpaid leaves such as Sabbatical, Education, Professional Development, Personal leave, Small Necessities Leave Act, Non-FMLA, etc. An unpaid Non-FMLA leave should be used for illness of a grandparent, grandchild, sister/brother in same household, person for whom employee is a legal guardian. The use of this code is based on submission of paperwork and Agency/HR approval as required.		No Accrued Benefits	Unpaid		
LWP	Leave With Pay	Paid - Authorized leave with pay for employees not working and not using accrued time but should continue receiving pay. The use of this code requires Agency/HR approval. (i.e. American Red Cross Certified Disaster Volunteer leave, Domestic Violence leave, Military State Active Duty leave, Bone Marrow or Organ Donor leave, Physical Examination leave, or Voting leave).		Benefits Accrued	Paid		
NOP	Not on payroll	Unpaid - Unauthorized leave. This code is used when an employee does not report to work and not on an authorized leave.		No Accrued Benefits	Unpaid		
PLC	Professional Leave Day	Paid - BU 7 employees are entitled to two approved professional days per year.		Benefits Accrued	Paid		

<b>REC</b>	<b>Regular Pay Contractor</b>	Paid - Regular hours worked by contract employees only.		Paid
<b>REG</b>	<b>Regular Pay</b>	Paid - Regular hours worked by Commonwealth employees (excludes contractors).	Benefits Accrued	Paid
<b>SNP</b>	<b>Suspension Leave (unpaid)</b>	Unpaid - Suspension leave for an employee who was suspended.	No Accrued Benefits	Unpaid
<b>UNP</b>	<b>Union Leave (paid)</b>	Paid - Union leave for union representatives to tend to union business. The employee will continue to accrue leave benefits while on this paid union leave. (requires HR approval)	Benefits Accrued	Paid
<b>UUB</b>	<b>Union Leave (unpaid)</b>	Unpaid - Union leave for union representatives to tend to union business. The employee will continue to accrue leave benefits while on this unpaid union leave. (requires HR approval)	Benefits Accrued	Unpaid
<b>UUN</b>	<b>Union Leave (unpaid)</b>	Unpaid - Union leave for union representatives to tend to union business. The employee will not accrue leave benefits while on this unpaid union leave. (requires HR approval)	No Accrued Benefits	Unpaid
<b>WEA</b>	<b>Skeleton Force Leave</b>	Paid - Governor declared Emergency Leave for non-emergency employees directed not to report to or remain at work.	Benefits Accrued	Paid